CNY Works, Inc.

Board of Directors’ Meeting Minutes

Date: Friday, March 29, 2019

Time: 12:00 PM

Location: 960 James Street

**Present**: Janet Burke, Frank Caliva, Gary Cannerelli (via telephone), Jason Chiesa, Neil Falcone, Jim Fellows, David Goodness, Kathy Kotz, Bill Leiker, Bob Leslie, Al Marzullo, Janice Mayne, Mike Metzgar, Jeanne Morelli, Don Napier, Pat Sheppard, Ann Marie Taliercio, Mari Ukleya, Randy Wolken

**Absent**: El-Java Abdul-Qadir, Pat Bliss, Jim DiBlasi, Duane Owens, Tim Penix, Joe Rufo, Janette Van Wie, Diana Wolgemuth

**CNY Works/Partner Staff Present**: Lisa Cooper, Val England, Peter Naughton, M.J. Piraino, Heather Pitt, Amy Stage

**Guests:**  Jaime Alicea, Superintendent of Schools, Syracuse City School District (SCSD), and Steven Swift, Chair of the Board of Education

1. Welcome and Call to Order – Frank Caliva, Chair

Frank Caliva, Board Chair, called the meeting to order at 12:09 pm.

1. Conflict of Interest Disclosure(s) – Frank Caliva

Frank Caliva noted there would be no votes taken at today’s meeting related to contracts, payments, or other approvals that would require recusal by any Director.

1. Consent Agenda (action required)

Frank Caliva reminded all present the Board will be using a Consent Agenda. Frank called for any concerns with the Consent Agenda before a vote was taken.

Mike Metzgar entered a motion:

*To adopt the Consent Agenda for the CNY Works’ Board meeting held on March 29, 2019, as presented and electronically distributed to Board members prior to the meeting. The Consent Agenda includes:*

*Consent Agenda – Frank Caliva*

* 1. *Board Meeting Minutes – January 25, 2019*
	2. *One Stop System Operator Reports*
		1. *January 16, 2019 to February 15, 2019*
		2. *February 16, 2019 to March 14, 2019*
	3. *Program Committee Reports*
		1. *February 14, 2019*
		2. *March 14, 2019*
	4. *Executive/Finance Committee Reports*
		1. *February 15, 2019*
		2. *March 15, 2019*
	5. *Finance Reports*
		1. *Accumulated Expenditure Report through February 28, 2019*
		2. *Budget vs Actual through February 28, 2019*
		3. *Report of New Funding*
	6. *NYSDOL Program Review Report PY15-PY17 Adult-DW-TAA*

David Goodness seconded the motion. There was no discussion. The motion was carried unanimously.

1. Environmental Scan – Frank Caliva

Internal Scan:

* + Frank Caliva informed the Board that Executive Director Lenore Sealy has been away on leave for family reasons since the beginning of March, 2019, and is expected back in April, 2019. He commended the CNY Works staff and Management team for keeping things on track in her absence.
	+ Frank Caliva informed the Board that some external stakeholders have received anonymous correspondence regarding how CNY Works operates. Frank asked for volunteers to have conversations with CNY Works staff members, excluding management, to gain clarity on the alleged situation. He requested the volunteers gain insight into what staff understand as the line of demarcation among the roles of the Executive Director, One Stop System Operator, and Management. The ad hoc committee will include Frank Caliva, Don Napier, David Goodness and Bill Leiker. He thanked these Directors for volunteering.
	+ M.J. Piraino, the One Stop System Operator, informed the Board of current staff turnover issues. The recent Workforce Manager, Jessica Sweet, has resigned after six months to pursue another position that will serve the homeless population. Additionally, Richard Worden, Workforce Advisor with the Second Chance Initiative, has resigned, along with Workforce Advisor Carolon Dunlap. Dovetailing with these resignations also comes the need to hire additional staff to fulfill obligations for new grants received, including a grant awarded in partnership with the Syracuse City School District (SCSD), as well as a grant to serve Dislocated Workers affected by the opioid crisis. The positions are posted on the CNY Works website. Management welcomes any referrals from Directors to fill these positions.
	+ Robert Leslie expanded the discussion on the grant with SCSD grant, called the SEASON grant. The purpose of the grant is to provide an opportunity for high school students not on path to graduate to achieve their High School Equivalency credential and incorporate work readiness training and a paid work experience over the course of a year. The hope is all 60 that start will complete and find sustainable employment.

External Scan:

* + Mike Metzgar stated that OCC is starting a new apprenticeship accelerator program around CNC machining/tool making. The program includes 10-12 weeks of intense training and employers will pay the trainees during the training and then continue them on as employees.
	+ Al Marzullo stated that the building trades still has a huge need to find workers and there is a tremendous amount of work coming up in the community that will increase the need. He encouraged Directors to send possible candidates, especially women, to go to the particular trades’ websites to begin the application process.
	+ Janet Burke mentioned that the County and City have included the Summer Youth Employment application on their websites. Amy Stage, CNY Works Youth Workforce Manager expanded on this by reporting there is now one comprehensive application for all youth to complete whether they are placed by CNY Works, the City, County or OnPoint for Jobs. CNY Works will be the sole point of entry for all applicants. Amy reminded the Directors that there is still a need for work sites so please send her any referrals.
	+ Mike Metzgar stated that the contract between OCC’s learning restaurant “With Love” and CNY Works has been slow to get off the ground. A referral process needs to be developed to ensure youth will be successful in the program. Mike and Amy will coordinate this process as soon as possible.
	+ Jim Fellows reported that a recent job fair for technicians at United Radio was unsuccessful. He mentioned the need to work with a recruiter and incorporate CNY Works into the process to provide a better outcome.
	+ Jeanne Morelli inquired how the recruiting for engineers, nurses, and other technical jobs is being marketed in Central New York. Jason Chiesa commented that the Talent Task force is dealing with this and it is a common problem nationally. He stated they have a work group dedicated to marketing and recruiting to the area. He mentioned that LeMoyne College has offered to raise funds to market to young people in other areas to show the affordability of living in Central New York. Bill Leiker also stated that some firms are offering big referral incentives to current employees, up to $10,000, for referral of experienced engineers. These employers prove that they are willing to invest in finding talent. Frank Caliva added that CenterState CEO has a committee dedicated to recruit from other areas and the Task Force should contact them to find out more information.
1. Governance and Organization Actions—Frank Caliva and Don Napier
	1. Chair and Vice Chair positions: Frank Caliva announced that he has accepted a new position in the Mayor’s office and has left CenterState CEO. Therefore, since he is no longer a business sector board member, he is not able to be the Board Chair.
	2. Committee Chair Appointments: The Governance Committee needs to convene to address Board membership and attendance concerns, and Frank is interested in chairing this committee. Additionally, David Goodness has agreed to take on the chairmanship of the Program Committee with the purpose to set strategy and tone of the Committee.

It was noted that committee participation in general is lacking, especially on the Program and Governance committees. Frank reminded Directors that participation on Committees is important to the mission of the organization.

Frank Caliva made a motion:

*To approve the switching of the Chair and Vice Chair positions making Don Napier Board Chair and Frank Caliva Vice Chair. Also, to approve the appointment of Frank Caliva as the Governance Committee chairperson.*

Neil Falcone seconded the motion. There was no discussion. The motion was carried unanimously at 12:38 p.m.

Frank Caliva made a motion:

*To appoint David Goodness as Chair of the Program Committee*

Al Marzullo seconded the motion. There was no discussion. The motion was carried unanimously

* 1. Revised policies: M.J. Piraino addressed proposed policy revisions related to Accounts Payable, Contract Management, Individual Training Accounts (ITAs) and Supportive Services. The ITA and Supportive Services policies were reviewed by Legal as well as the NYSDOL. The ITA limit of $5,000 formerly included other costs such as books and fees. The new policy will allow these other expenses to be covered under the Supportive Service policy, which means a more robust level of support for people in training.

Lisa Cooper, CFO, stated that the Accounts Payable and Contract Management policy changes were made due to the absence of the Executive Director and allow her to be added as a check signer if no other signer is available. To address the internal control issue of this, Treasurer Joe Rufo will be granted access to the online banking system as a viewer so he can see all activity. In addition, notification of, or printing of a disbursement journal will be sent for approval for any checks the CFO signs (this depends on the number of checks being signed—a single check does not require printing of a disbursement journal). Other changes allow for the One Stop System Operator to review proposed contracts with the CFO and allows the Board Chair to sign contracts. These changes address business continuity in the absence of the Executive Director.

Al Marzullo entered a motion:

*To approve the policy revisions as presented for the Accounts Payable, Contract Management, Individual Training Account, and Supportive Service policies.*

Bill Leiker seconded the motion. There was no discussion. The motion was carried unanimously

1. Presentation—Jaime Alicea, Superintendent of Schools, Syracuse City School District (SCSD)

Jaime Alicea and Steven Swift, Chair of the Board of Education, discussed the SCSD’s initiatives in Career and Technical Education (CTE). Steve stated that the program has grown from 250 to 550 with a 92% graduation rate. He stated that as part of a “Blue Ribbon Task Force” the committee realized that the public education system teaches information but that doesn’t connect the information to real life. The Pathways in Technology Early College High Schools (P-TECH) programs were established at SCSD to establish career pathways from high school through college-level studies in various technical fields (receiving an Associate’s Degree upon completion). The program has been expanding with more programs which now include a Remote Pilot Aircraft/Unmanned Aerial System program, which is the only one in the nation, and the only Cybersecurity program in the state.

To enhance the success of CTE programs, the SCSD is developing a STEAM school, which will include arts as well as science, technology, engineering and math, to reside in the remodeled Central Tech building. The concept is to create a school that crosses school district lines within Onondaga County. The initiative includes support of the school districts, labor unions, OCC, SU, LeMoyne and National Grid. The biggest challenges are seen as working with the State Education Department to renovate the building quickly and getting special legislation to address funding across school district lines and transportation issues.

Jeanne Morelli asked with happens if a student in 9th grade picks a pathway but changes their mind later. Jaime replied that the students can change but will need to catch up by doing a summer enrichment curriculum. Currently the P-TECH program begins in 9th grade but will be included in middle school next school year. The goal is to begin the discussion about careers as early as kindergarten to prepare as many kids as possible for sustainable careers.

1. One Stop System Operator Evaluation and Contract Renewal—Frank Caliva.

Frank reminded the Board that the One Stop System Operator (OSSO) contract is coming up for renewal as of July 1, 2019 and a review of goals, expectations, and performance needs to happen before renewing the contract. Jeanne Morelli commented that everyone needs visibility of the contract, but time is too short to for the full board to do this. The Bylaws place the review of the OSSO under the purview of the Executive Committee.

M.J. addressed the Board by stating that the Scope of Services in the contract does not fully align with what she has been doing. For example, the contract requires the implementation of the business plan, but none exists. She stated that she has been far more engaged with the CNY Works staff, customer base and inclusion of small P partners, as well as with the NYSDOL staff co-located in the building. These relationship-building activities were necessary for the success of a high-quality Career Center. Required partner (MOU partners) meetings have been set but have not yet occurred. M.J. stated that while she was not given any metrics, she has created her own and reports to the Board monthly to track progress. She has been able to provide the first data ever on number of visitors to the Resource Center and numbers attending orientation. M.J. has agreed to do a write up to highlight where the current scope of services does not reconcile with what she has been tasked to do.

Frank asked for volunteers outside of the Executive Committee to meet with the Committee to discuss the evaluation of the OSSO performance and upcoming contract expectations. Jeanne Morelli and Bill Leiker have agreed to be part of that discussion at the April 12, 2019, Executive Committee meeting.

1. Strategic Planning/Management Dashboard—Frank Caliva

Included with the Board materials is a proposed “Management Dashboard” that Frank and Executive Director Lenore Sealy have compiled. The purpose is to create strategic goals that will help the public understand the purpose of the Workforce Development Board as well as understand, and improve upon, outcome metrics. Frank requested that the Board review the document to be discussed at the May 31, 2019 Board meeting.

1. Final Board Meeting for Program Year 2018
* May 31, 2019 at noon.

Meeting adjourned at 1:28 p.m.

Submitted by:

Sheryl Bowman

Special Projects Manager